



KENTUCKY DEPARTMENT OF EDUCATION

CAPITAL PLAZA TOWER • 500 MERO STREET • FRANKFORT, KENTUCKY 40601

Gene Wilhoit, Commissioner
(502) 564-4770

August 22, 2005

Dear Director of Special Education:

Districts that employ teachers of exceptional children, who have emergency or probationary certificates, are required to document the staff development in which those teachers participate. Kentucky Administrative Regulation (16 KAR 2:120) establishes the emergency certification for teachers who are hired for special education and have less than nine (9) hours of special education coursework. Probationary certified teachers must have nine (9) or more hours in special education coursework and a valid classroom teaching certificate or a statement of eligibility (16 KAR 2:160). Also, an additional three (3) semester hours in the teaching of reading is required for probationary secondary certification.

Emergency certified teachers are required to complete six (6) hours of college/university coursework in special education during the year and must receive intensive training on special education topics, including assessment, evaluation, individualized instruction, methods, and management.

In addition, emergency certified teachers must complete:

- Twelve (12) clock hours of training provided by their Special Education Cooperative;
- Six (6) clock hours of staff development during the Fall 2005 Exceptional Children Conference; and
- One day of flexible in-service training, relevant specifically to special education.

Teachers employed after the Fall conference shall complete these six (6) hours of training during the Spring conference of the Council for Exceptional Children. Any emergency or probationary teacher who is not able to attend either the Fall conference or the Spring conference shall complete six (6) clock hours of training offered through one of the state's special education cooperatives. The training shall be similar to the topics covered at the Fall and Spring conferences.

Probationary certified teachers who are teaching special education for the first time must meet the professional development and reporting requirements specified above. In addition, they must complete a minimum of six (6) hours of special education coursework prior to September 1 of the year of certificate expiration. Enclosed is the survey for all Emergency and Probationary Certified Teachers of Special Education. Districts must complete and submit one survey form for **each** emergency and probationary certified teacher. **Submit completed forms to your Special Education Cooperative Director no later than September 30, 2005.**



Conference Dates and Staff Development Information:

A. Twelve (12) hour workshop sponsored by the Special Education Cooperatives:

Notification of workshop location and times will be sent to each district by your special education cooperative. Districts are responsible for notifying their teachers. In order for a teacher to register for the training, a survey form must be on file. An agenda and all necessary materials will be provided by your special education cooperative. Verification forms will be provided on-site.

B. Two-day Exceptional Children's Conference:

The Fall 2004 Exceptional Children Conference will be held November 20-22, 2005 at the Galt House East, Louisville, Kentucky. A conference registration form is included.

C. Flexible In-Service Training:

Staff development will be provided in areas relevant to special education. Verification will be provided using the enclosed form and submitted with all other documentation on or before the May 1, 2006 deadline.

All staff development must be completed by the teachers and documentation submitted by the Director of Special Education to the district's Special Education Cooperative office no later than May 1, 2006. Please submit all required documentation at one time to assist the Special Education Cooperative in accurately reporting data to the Division of Exceptional Children Services by the June 1, 2006 deadline.

Districts who do not employ emergency and probationary teachers must complete the appropriate form included with the enclosed survey.

The district is responsible for notifying the emergency and probationary certified teachers regarding the information contained in this letter. Please remember that failure to complete and report all required staff development will result in revocation or failure to renew the emergency or probationary certification. If you have questions or concerns regarding this matter, please contact me at (502) 564-4970.

Sincerely,

Renee Scott

Renee Scott, Program Manager
Administrative and Accountability Branch
Division of Exceptional Children Services

RS:rs
Enclosures



